



**American Association of University Women
Lake/Sumter Branch**

2017-18 Board Meeting Minutes

**Lake/Sumter AAUW Jump Start Board Meeting
June 14, 2017**

We met at the home of Jacquie Latzer.

Members in attendance were Liz Schweers, Anna Whipple, Mary Ann Swisher, Emily Holman, Jo Ann Kelch, Carolyn Johnson, Diane Geach, Linda Macleod, Frankie Smith, Joyce Swaffield, Diane Reichert, Susan Gold, Marilyn Bauer, Cathy Cirocco, Kathy Mason, Jacquie Latzer.

Meeting called to order by Jacquie Latzer at 10:15 AM. Introductions were made, indicating office or chair position.

New Business:

1. Election of Co Program Chair due to vacancy:

Joyce Swaffield was nominated to assist Anne Schlick as program co chair.

Hearing no other nominations, the board voted by show of hands. Those voting “yes” were Jacquie Latzer, Susan Gold, Frankie Smith, Liz Schweers, Mary Ann Swisher, Diane Reichert, Anna Whipple, Kathy Mason, Joanne Kelch,

2. Vote on Casino Night Contract.

Diane Reichert, Finance Director of Lake-Sumter AAUW-FL, moved that the Board of Directors vote to give the authority to the branch president to sign a contract with the Florida Casino Event Company, a contract for services not to exceed \$5500.00 with the following language included:

“The vendor, Florida Casino Event Company will provide a certificate of insurance 30 days prior to the event showing proof of general liability coverage naming Lake-Sumter FL AAUW and the Villages Holding Company and The Villages Community Development Districts as additional insured.”

Discussion:

The Casino night is planned for January 27, 2018.

Chair persons for the event are Cathy Cirocco and Liz Schweers. Frankie Smith will handle vendor and sponsor solicitation.

Tickets will sell for \$25.00 each, with the plan that we will sell 300 tickets.

With added vendor and raffle donations, it is expected could net over \$10,000 from this fund raiser.

By the end of November, we should know how many tickets have been sold. We then have the option to decrease the number of tables, thus decrease our cost.

Call for the vote: Vote was taken by roll call. Those voting yes were: Jacquie Latzer, Susan Gold, Frankie Smith, Liz Schweers, Joan Swaffield, Mary Ann Swisher, Diane Reichert, Anna Whipple, Kathy Mason, and Joanne Kelch. There were no dissenting votes.

[Strategic Plan information starts here]

The meeting was then dedicated to branch visioning and setting of action priorities for 2017-2018.

AAUW's Mission Statement: "Advance equality for women and girls through advocacy, education, philanthropy and research."

In keeping with that, a branch vision statement was adopted.

"We are an active organization that impacts equity for women and girls in our community."

Members were asked to list priority items that we would like to have accomplished by the end of the year.

The following priorities were agreed upon:

Increase membership

Engage new and existing members

Increase recognition of who/what AAUW's branding

Greater presence in matters of public policy

Special activities

Social (small group activities to encourage cohesiveness and comraderie.)

Celebrate the 40th anniversary of the charter of this branch.

There will be a follow up meeting on July 17, or 19 to continue working on the priorities, identifying goals, and action plans.

A motion was moved by Joanne Kelch, seconded by Diane Reichert to “authorize the Executive Board to act on behalf of the Board on any decisions that have to be made between June 14, 2017, and the next board meeting.” Motion carried unanimously by board members present:

Susan Gold, Jacquie Latzer, Frankie Smith, Mary Ann Swisher, Diane Geach, Joyce Swaffield, Kathy Mason, and Joanne Kelch.

Meeting Adjourned.

Respectfully submitted by Anna Whipple, Co Secretary

Lake / Sumter AAUW
Jump Start Board Meeting Minutes
July 19, 2017

Members Present: Peggy Best, Linda Carpenter, Susan Gold, Joan Irwin, Diane Jacobson, Carolyn Johnson, Jo Anne Kelch, Connie Konatsotis, Jacquie Latzer, Carmel Leese, Linda Macleod, Kathy Mason, Diane Reichert, Mary Ann Swisher, Liz Schweers, Frankie Smith, Angela Vickers, Anna Whipple

Jacquie Latzer called meeting to order at 12:00P.M.

MEETINGS FOR 2017-18

- All meetings will be held on the second Tuesday of the month, except the January meeting, which will be held on the third Tuesday (January 9, 2018)
- We will decide at the end of today's meeting if we will have a meeting in August
- September meeting will be on the 5th, which is before the General Meeting on the 9th

VISION STATEMENT

- Derived at the last meeting
- "An active organization that impacts equity for women and girls in our community"

PRIORITIES

- Derived at the last meeting
- Clarify and refine them today
- Break into small groups
- Identify specific goals – some may be multi-year/two-year
- Goals should be:
 - Specific
 - Measurable
 - Achievable
 - Relevant
 - Time specific
- Specify action plan
- Re-convene – report out and discuss – identify year's goals and how to achieve them

QUESTIONS/DISCUSSION

- Where does financial planning fit in?
Consider the purpose of the organization: charitable organization, so we should be generating funds to disburse them to programs important to us: scholarships, tech trek, etc.
- Do we have Board goals?
It's up to the Board to implement goals specified

For example: ID job descriptions, mentoring incoming members, funding

- What are the items on Page 6 of the azalea book?
Mission-driven activities that need to be addressed eventually
Service projects and how we will accomplish them

The original priorities were re-organized:

Membership was created by combining *Engage New and Existing Members* and *Increase Membership*.

Board Goals was specified as a new priority and includes the “service projects” on Page 6 of the azalea book.

Recognition/Branding was modified by including *Marking the 40th Anniversary* of our branch in November of 2018.

Public Policy remained as originally specified.

Interest Groups was created by combining *Social* and *Special Activities* (e.g., day trips). This priority was eliminated because it already receives substantial attention within the branch.

REPORTS FROM SMALL GROUP DISCUSSIONS

Membership

Three categories: increase, engage, retain membership

- Increase membership
We don't need to increase membership in The Villages so we should focus outside
We represent Sumter and Lake Counties so we should diversify by county
 - Change meeting locations? Periodically – may cost more
 - Re-start a co-branch for Leesburg – sponsorship, donations available but do we go there
 - Libraries may be willing to hand out book marks with each check out – also Friends of the Library, Barnes & Noble, All Booked Up
In their other social activities and involvements, members could
 - Reach out to alumni organizations
 - Talk about AAUW in other organizations
 - Need a passion for the organization before encouraging others
- Engage Membership
 - Meaning of “engage”
 - Encourage new/existing members to participate in programs, committees, etc. vs come to meetings
 - Know what duties and responsibilities are
 - Continue breakfast/coffees during the winter

- Unclear if they would supersede neighborhood coffees
- Meetings are clique-ish – no social time before meeting
 - Meet and greet prior to meeting with ice-breaker
- Retain Members

Most non-renewals are because a person moved away or died.
Some non-renewals are because the programs do not resonate with the person

 - Need to orient to programs and mission
 - Know when to submit recommendations for monthly presentations
 - People need to know the purpose of the organization – program is set by May prior to the year they will be presented
 - Need to gather information about why people don't re-new to determine if we have a problem

Room set up and technology problems may also put off some people

- Assign tables to each person attending

Investigate membership initiatives at National – are there any we can adopt? (e.g., 1/2 price membership fee if join in January)

The small group rank ordered the three categories as follows:

- Engage membership
- Retain members
- Increase membership

Possible action steps

- Can retain members if capture reasons for non-renewal – do exit interview by phone
- Follow up with new member after a meeting – phone call, hospitality, any suggestions
 - Adopt a new member
 - Con: may feel like a sales call
- Sign-up sheet for bringing refreshment at one meeting -- volunteer

Public Policy

More training for Lobby Days

More participation in/knowledge of what to do at Lobby Days

Partner with other groups like LWV in lobbying

Board Goals

Orient new officers/board members

Service projects on page 6

Funding

- Orient new officers/committee chairs
 - Review and update existing job descriptions annually
 - Each officer submit update at the end of the year
 - Starting in March, outgoing officers and chairs meet with incoming

- New officers as well as people considering it
- Involve nominating committee
- Service Programs
 - Angel book program
Re-evaluate to consider others: Tutors for Kids, Scholastic Discount program, school needs
This year, re-named Book Drive – all books donated to Tutors for Kids
Revisit next year
 - LSSC Chemistry project
Susan Gold will follow up to review viability
 - 8th grade STEM
Continue recognition
 - Tech Trek
Continue supporting
Determine cost for participation -- \$1,000/girl
 - NCCWSL
Explore how to support and/or sponsor a student to NCCWSL
Donate funds to National
 - Local Scholarship
Investigate and determine funding needed
 - Continue to support
LAF through 50/50 at branch meetings
EO through budget item -- \$1,000 annually
Eleanor Roosevelt
- Funding
 - Convene funding committee
Finance people, co-presidents, chairs of AAUW funds, Tech Trek, STEM, NCCSWL, committees

Add VPK to the list and address it at another time

Recognition/Branding

Increase media coverage in local and state publications by contacting local and state journalists for articles about our AAUW goals, our programs and activities

- Contact Ethan Palmer
- Possible articles/activities
Fundraising event
Scholarship awards
Lobby Days
Tech Trek awards
Pre-and post- articles about events
Angel Book stickers

Create interest in forming a speakers' bureau to provide these activities in media such as computer, news reels, Youtube, radio and television interviews

- By Nov 30, have multifold brochure, business cards, book marks
- Make at least one presentation at a Villages group
- Within next year, have one table at Market Night at Lake Sumter Landing and one at Market Night at Spanish Springs
- Develop or acquire AAUW apparel (t-shirt or tote bag) – give to new members, others could purchase
- Develop a flyer to disseminate at New Resident Night
- Give flyers to guidance counselors/ STEM programs in high schools and colleges
- Have promotional material like business cards, bookmarks, etc. for each member
- Partner with other groups for purpose of media and lobbying

ADDITIONAL DISCUSSION/ANNOUNCEMENTS

September Board Meeting – 9/5/17 at the Annex

Need to approve budget

Standard business

Cull from today's discussion for action items

Schedule another Jump Start meeting to flesh out today's discussion with action items and measurable outcomes

Send dates NOT available in August to Jacquie and Susan

Meeting will start around noon and last two hours

September General Meeting

9/9/17 @ Beacon College, 10:00 A.M. – 12:00 P.M.

TT, scholarships, PPT of last year's achievement

Send check to Angela Vickers at her address

Need RSVP date for September meeting

For Website – Diane Reichert needs list of monthly programs

Deadline for paddle boat trip is September 18

August 18 – tea with League of Women Voters

Wear white, yellow, lavender/purple

2:00 – 4:00 P.M.

Celebrating women in community who have blazed a trail

\$5.00 at the door

Adjourn 2:55 P.M.

Respectfully submitted

Linda Carpenter, co-Secretary

Lake / Sumter AAUW
Board Meeting Minutes
September 5, 2017

Members Present:, Linda Carpenter, Diane Geach, Susan Gold, Joan Irwin, Carolyn Johnson, Joann Kelch, Connie Konatsotis, Jacquie Latzer, Linda Macleod, Kathy Mason, Diane Reichert, Anne Schlick, Liz Schweers, Joyce Swaffield, Mary Ann Swisher, Angela Vickers, Anna Whipple, Anne Wilkins

Susan Gold called the meeting to order at 10:00 A.M.

BUSINESS

1. Confirmation Votes

The following positions do not have a seat on the Executive Board but will be voting members on the Board of Directors and are appointed by the Board of Directors: Director of Communications, Director of Public Policy, and co-Chairs of Fundraising

The Executive Board of Directors voted unanimously to confirm the following appointments:

- Kathy Mason as Director Communications
- Judy Bonn as Director of Public Policy
- Liz Schweers and Cathy Cirocco co-Chairs of Fundraising

The Executive Board of Directors also voted unanimously to approve use of a Debit Card by Directors of Finance. This card will be used *only* by the Directors of Finance and *only* for paying National and State dues.

2. Announcements

- Commitments to any third party will not be made for two expense areas until after we know how much we made on Casino Night on January 27. The two areas are Tech Trek and Scholarships.
 - We would like to send 5 girls to Tech Trek, which will cost \$5K
 - We would like to award 2 new scholarships and renew 2, which will cost \$6K
 - We will decide budget allocations at the February Board meeting.
 - Funds raised from Casino Night are for the General Fund; we will apply money where ever we need it versus earmarking ahead of time. Raffle tickets say “for scholarships,” so funds must be applied there.
- Correct the flier for the jewelry raffle.
 - Change “cost per ticket \$5.00” to “suggested minimum donation per ticket \$5.00.”
 - Carolyn Johnson will make the change and re-send it to the membership.
 - Revised wording complies with FL State statutes.

- We are offering a “chance drawing” not a “raffle.”
- Expense vouchers – Have Carolee send out to members.
 - Each member is asked to turn in an Expense Voucher along with receipts, even if they do not want reimbursement. In that case, identify the expense as an unreimbursed “in-kind” donation.
 - The intent is to learn how much it actually costs to run our organization.

DEVELOPING ACTION STEPS AND TIME LINES

1. Vision Statement: An active organization that impacts equity for women and girls in our community
2. Two goal areas
 - a. Recognition and Branding
 - People know what you’re talking about when you say “AAUW”
 - Visible and recognized in community
 - b. Engage & Retain Membership
 - Increase in membership will follow from recognition and branding
 - National database shows 154 members
 - Our database shows 134 members
 - We lose between 10% and 20% each year
3. Split into two groups – develop work plan
 - a. SMART goals are written out – need to put them into action steps and create a timeline
 - b. Flesh out those existing and add at least 3 action steps
4. Report Out
 - a. Recognition & Branding
 - All action steps will be on-going into next year
 - Create “Promotions Committee” – immediately after 9/9/17 meeting
 - Committee comprised of Connie Konatsotis, Ginny Rivera + open call + personal contacts
 - Cross over w/ Casino Committee & Membership Committee
 - Promotions Committee to report to Board a tentative budget for materials at October meeting
 - Promotional materials will be available by November 30
 - January: Start scheduling/doing
 - Distribution of promotional materials to libraries, Beacon College, Lake Sumter State College
 - Tables at Market Nights in Lake Sumter Landing and Spanish Springs
 - Villages groups, PTA
 - February: Develop a Speakers Bureau Committee
 - Increase media coverage in state and local publications

- Ongoing
 - Pre- and post-event articles about events
 - Fundraising events
 - Scholarship awards
 - Lobby Days
 - Tech Trek awards
 - Director of Communications will oversee
- b. Engage & Retain Membership
- Make general meetings more user friendly
 - September
 - Directories, casino night, and jewelry will each have a table at the luncheon after the September meeting
 - Starting now and on-going
 - Extend minutes of social time at general meetings at Allamanda – 9:00 – 10:00
 - List of help needed in newsletter on on-going basis
 - Distribute sign-up for committee interests
 - Make people more aware of special interest groups
 - Neighborhood mentor for new members – start with existing database on website – use existing members who might be less involved
 - Send notes or call members who haven't been at meetings
 - Welcoming Committee @ general meeting – starting soon – up and running by January
 - Sign-in sheet at general meetings – alphabetical list, members check off their name
 - Gather contact information from guests and/or new members and follow-up with phone/email after the meeting
 - Starting in October
 - Special tables for interest groups
 - March
 - To coincide with new membership drive
 - Spring breakfast, invite a friend, newspaper publicity
 - Possibly promote 1/2-year membership in January & February
 - Carry into next year:
 - Summer breakfasts
 - Offer special event if opportunity arises
 - Call people who have not been active @ meetings
 - Sign-in sheet @ general meetings

Co-Presidents will find out if Beacon College will remain open for Saturday's meeting. Send out an email blast Friday night to tell people to check email on Saturday to find out if meeting is cancelled.

Meeting adjourned at 12:10 P.M.

AAUW Lake/Sumter Branch
Board Minutes
October 3, 2017
Sheriff's Annex

Members present: Jacquie Latzer, Susan Gold, Liz Schweers, An Schlick, Joyce Swaffield, Diane Jacobson, Mary Ann Swisher, Diane Reichert, Joan Irwin, Linda Carpenter, Anna Whipple, Judy Bonn, Kathy Mason, Joanne Kelch, Carolynn Johnson, Linda Macleod, and guest Sharon Albrecht.

Meeting called to order by co-president, Susan Gold, at 10 AM.

Minutes: Corrections: Board meeting date is Tues. Oct 3, not the 2.

Addition to agenda: A nominating committee needs to be appointed.
Judy Bonn moved, Ann Schlick seconded that the minutes be approved as corrected.
Motion passed.

Treasurer's Report : Joan Irwin, Diane Reichert reporting
Beginning balance 9/01/17 \$15,675.87
Ending Balance 9/30/17 \$16,230.64

Barbara Fisler conducted a financial review of the books for last year and found everything to be in order. Toby Miller was supposed to conduct the review with Barbara, but she has been in the hospital. We wish her a speedy recovery.

Joan and Diane presented a preliminary budget for 2017-2018 for board input. They met with the 2 co-presidents and co-pres. Elect to develop the budget. Because of our strategic planning process, several new budget items were added.

Jacquie clarified that proceeds from Casino Night are to support our general account, not just scholarships. It goes without saying that Scholarships and Tech Trek are primary service projects of our branch. We will address "other fund raisers" after Casino Night.

New Budget Items:

Promotion and Marketing suggested amount \$500.00 This is to prepare and print materials to pass out at events to promote and describe our branch.

Recognition and Branding:

Will need to have a committee to develop a budget. The \$500.00 budget allowance may not be enough. We can revisit this item when we get a better picture of what promotional materials will be proposed.

Leadership Training: Proposed amount: \$500.00. This covers part of the cost for our incoming presidents to attend the state leadership training. Susan and

Jacquie attended this year and found the information valuable and helpful for them.

Office Supplies : This allows for printing and purchase of thank you notes, printing paper for officer use, etc. Amount proposed: \$100

Other Budget Explanations

- Hospitality was reduced from \$300.00 to \$150.00. We only spent \$130.00 last year. That is because much of the refreshments were donated.
- Lunch Compensation: figured for 30 lunches
- Rent for the venue: Based on 7 meetings at Allamanda at \$166.92 per meeting.
- Reserve Funds
- Waiting for final revenue figures from Casino Night to determine our level of support
- for scholarships and Tech Trek. We will be obligated to support our tech trek candidates this year at a cost of \$1,000.00 per girl. The proposal is to sponsor 2 girls. If we make more money from Casino Night, we may be able to sponsor more girls.
- Campus Connection: Linda Carpenter suggested we review our college relationships beyond having scholarship recipients. Developing college partnerships is a position that requires a lot of work. We already have a line item for this.
- STEM: The budget last year was \$600.00. We spent \$450.00. We will keep the budget at \$600.00 to allow for honoring more girls. Committee was asked to review this part of responsibilities and find a way to make this more meaningful for the girls receiving the awards and for the schools.
- Elementary School Chem Lab: It was decided to eliminate this category as we have not been involved lately.
- Educational Opportunities: Donation to national to provide grants and fellowships to qualified women doing advanced research and studies. Will keep
- Eleanor Roosevelt Fund Budgeted \$200.00 This is used as a memorial fund. \$50.00 is donated in memory of members who have passed away.

Casino Night Liz Schweers

- Liz reported that we have \$2,100.00 in sponsor support so far, and a few leads that sound promising. There are 3 levels of sponsorship. Gold: \$1,000.00. This level promises that no other similar business will be featured. We have 1 so far. Silver: \$500.00: we have 1. \$200.00. We have 3. \$200.00 sponsors can be shared 2 to a table as a table sponsor.
- Dorothy Dobbs, Marilyn Bauer, and Frankie Smith are soliciting the sponsors and need to be notified if you know a potential sponsor. The individual who knows the business contact should be the one to make the contact, however please notify one of the sponsor volunteers, so there is no duplication of

contact. In the discussion, it was decided to distribute the master list to all members. For refreshments, Sam's will not donate in-kind donations.

- There is only a preliminary budget for the Casino Night. A more updated budget will be presented next meeting.
- Encourage ticket sales. 325 tickets are available. To sell, Jacquie suggested we approach family and friends with the limited tickets pitch. Joyce Tisovec has the tickets. To obtain tickets, mail a check to Joyce with a check and SASE, and she will mail back your tickets.
- Tickets are \$25.00 each and make great holiday gifts.

Nominating Committee

Two people have volunteered, Frankie Smith and Liz Schweers. We need 1 past president and 1 member at large. We will wait until general meeting and ask for a member at large.

Scholarships Carolyn Johnson

Selling raffle tickets for the bracelet. \$480.00 has been collected so far.

Discussion about encouraging every member to buy at least 1 ticket. This year the drawing will take place at Casino Night. Winners do not need to be present to win.

Neighborhood Coffees Liz

We are growing rapidly in the south villages. The numbers are such that we need to form groups in some districts. Some groups are meeting for lunch. Discussion about how we get the lists, and where to find them on the web site.

In March we will have a breakfast at Perkins, encouraging new members.

Tech Trek No Report

Membership Mary Ann Swisher

- Current membership: 137
- Used the membership printed roster for members to check if they attended the first meeting.
- Mary Ann reported that we had 34 members in attendance at the meeting at Beacon College. This device will allow us to track attendance, so we can work with The Villages to assess our space needs.

Public Policy Judy Bonn

- National emphasis Fair Pay Act
- Lobby Day Last year 3 members attended.
- No voter drive this year
- National is looking at voter fraud.
- State board meeting Oct. 7. Judy will attend Action item: Tech Trek funding
- Judy is director of development until April.

Newsletter Joanne Kelch

- October Newsletter almost ready to send.
- Nov./Dec. Newsletter will be combined. Deadline for submitting articles is the end of
- October and the beginning of November.

New Member Coffee:

- Diane Jacobson will host at her home on Oct. 21, 10 AM
- 21 new members are invited.
- There was discussion about developing a buddy program to nurture new members.
- Interested persons can contact Jacquie Latzer.

Name Recognition

This committee will work in concert with Casino Night, develop promotional materials.

Anyone interested in serving on this committee contact Jacquie Latzer.

Memorial Gifts

Diane Reichert moved that we give \$100.00 to the Eleanor Roosevelt Fund in memory of Pat Taylor, who recently passed away, and Elizabeth Lafevre. Motion carried

Added Business: Ann Schlick proposed we give a token donation to Beacon College of \$50.00 as appreciation for our relationship with them. Joanne suggested we could express support in other ways. Linda Carpenter noted that BC sponsors the Salon Series here in The Villages, and we could advertise it in our newsletter and encourage attendance.

Next General Meeting: Oct. 14 10 AM Allamanda Program: Human Trafficking

Next Board Meeting: Nov. 7 10 AM Sheriff's Annex

AAUW Lake/Sumter Branch

Board Minutes

Tues. November 7, 2017

Jacquie Latzer called the meeting to order at 10:00 AM.

Members present were Jacquie Latzer, Liz Schweers, Ann Schlick, Diane Jacobsen, Mary Ann Swisher, Diane Reichert, Joan Irwin, Linda Carpenter, Ana Whipple, Judy Bonn, Kathy Mason. And Carolee Litwinka, Jo Anne Kelch, Linda Mcleod, Diane Geach, Connie Konatsotis, Carolyn Johnson

Minutes were approved.

Finance: Joan and Diane presented the Finance report. Beginning Balance: 10/1/17: \$16,230.64. Ending Balance 10/31/2017. \$18,317.42. Report was filed.

Casino Night: Liz Schweers

Hospice is also sponsoring a casino night. Our event will be different from the way Hospice is doing theirs. Remember to emphasize that this is a fun/d raiser. Tickets make good Christmas gifts.

To Date: \$2300.00 has been raised for sponsorships.

78 tickets sold so far. 38 members have purchased tickets to date.

The sponsorship committee is working very hard. Marilyn Bauer has put together a packet to help solicit sponsors. Documents are downloadable on the website. All need to be asking sponsors. Carolee said she will help send out the file to members.

There was a suggestion that we use clear plastic bags to put bookmarks, Casino money, and raffle tickets to give to guests.

Carolee suggested that we offer BYOB or open bar for the guests. There was discussion about what to do if people do bring their own drinks. We are not promoting drinking, but if people bring their own bottle it will not be an issue.

Kathy Mason presented a plan for publicity. She is distributing information via newspaper, rec centers, radio, and neighborhood news.

Jacquie requested a budget for expected expenses by next board meeting.

To answer what our options are if we do not sell the 325 tickets, we looked back at the contract. We can rethink the # of tables and or make adjustments up to 30 days before the event.

Scholarship Committee: Carolyn

38 members have taken packets or bought tickets for the jewelry chance drawing. Drawing will take place at the Casino night. Carolyn will put out an email prior to the next general meeting.

Tech Trek: Connie

She has contacted every school. It will cost \$1,000 per camper. We plan to send 2 campers. We will make a final decision in Feb. or March when we know how much we net from the Casino Night.

Public Policy and News from State: Judy Bonn

Judy passed out a detailed report outlining FL AAUW observances. She emphasized the importance of having members attend Lobby Days Jan. 24 and 25 in Tallahassee.

State is working on setting up a foundation to fund Tech Trek. We will not receive funding from national.

Branding and Recognition: Plans are to make and distribute bookmarks and posters. Concern: Not enough people know what AUW is and what it stands for.

Engagement and retention of members:

A sign in sheet was used at our first meeting. Diane has the sign in sheet. We have had members join and not re join after just 6 months. Suggest follow up calls to find out why people leave. Membership committee is working on developing a "buddy" system to mentor new members, and help them get involved.

Membership and New Member Coffee: Diane and Mary Ann

Diane reported that people appreciated the organized gathering. The guests filled out an information sheet. Applications are available on the Lake/Sumter web site.

Newsletter: Jo Anne

Jacquie thanked Jo Anne for a great newsletter. Jo Anne requested pictures to use with articles. A newsletter will come out early Jan. Articles are due 2 days after Christmas.

Policy and Procedure Book: Anne Wilkins

Diane and Judy are also on this committee. They are developing a policy and procedure book for use by Branch officers.

Follow Up: Last board meeting there was a suggestion to advertise Beacon College Salon Series in our newsletter as a way to support them. No decision was made. Discussion: JoAnne will put the College Enrichment series in our newsletter.

New Business: Diane Reichert moved that we send \$50.00 each for Pat Taylor and Elizabeth to the Eleanor Roosevelt Fund as a tribute to members who have passed away. Action: Motion seconded and carried.

Announcements:

Dine around will be held Mon. Nov. 27th, 7-9 PM at Lopez. If interested call Judy Anderson by Nov. 13.

Check out AAUW Webinar. Many topics are discussed.. They are the 2nd Tues. 7-9 PM
\$250.00 was sent to the Eleanor Roosevelt fund as tributes to members who have passed away.

Next board meeting: Dec. 5, 10AM at the Sheriff's Annex.

Suggestions for minutes:

- 1) Include first and last names in all reports and motions.
- 2) Note when an item is an action and a motion.
- 3) Paginate the pages.

AAUW Lake/Sumter Branch

Board Minutes

Tues. Dec. 5, 2017

The meeting was called to order by Jacquie Latzer, Co-President.

Members Present: Jacquie Latzer, Liz Schweers, Ann Schlick, Mary Ann Swisher, Diane Reichert, Joan Irwin, Linda Carpenter, Anna Whipple, Judy Bonn, Kathy Mason, Diane Geach, Connie Konatsotis, Carmel Leese, Ginny Rivera, Jo Anne Kelch.

Review and Approval of Minutes: Minutes were read by Anna Whipple, Co-Secretary.

Corrections were submitted. **Motion:** Linda Carpenter moved to accept the minutes as corrected. Ann Schlick seconded. Motion passed. **Action:** Anna will make necessary corrections, and resend.

Finance Report: Joan Irwin, Diane Reichert

Beginning Balance 11/1/12017	\$18,317.42
Revenue:	3,462.97
Expenses	1,076.15
Ending Balance: 11/30/2017	\$20,704.24

Casino Night: Liz Schweers

Topic opened with a finance report by Joan Irwin. Joan reported that she is only reporting on actual money flowing in and out of our account. Actual Casino Night revenue to date is \$4,925.00. Casino Night expenses paid out to date are \$550.00. Net Income: \$4375.00. With anticipated expenses to put on the event, Joan raised concern that unless we sell more tickets quickly, we could possibly wind up barely breaking even or going in the hole with this event.

Liz Schweers reported that to date 104 tickets have been sold. \$2700.00 has been raised in sponsorships, with an additional \$200.00 outstanding.

Adjustments have been made to the budget.

\$1,000.00 was proposed for publicity. We are not in a position to spend that. Delete the expense.

\$500.00 for “Thank you” certificates. Committee will substitute printing our own on card stock. \$325.00 for Hospitality will stand as proposed.

The night of the event auction tickets will be sold for the chance drawings, and extra casino cash will be sold.

Tickets and flyers were printed via in-kind donations.

\$200.00 was donated as anonymous donations.

~~There are still only 3 people on the sponsorship committee. No one else has offered to assist this committee. It is very hard to enlist sponsors.~~ **A number of people have assisted this committee.** Again it was emphasized that all members can contact potential donors such as persons with whom we do business.

The board discussed at length options for continuing or discontinuing the event, if it appears we will not benefit financially. The December luncheon is our deadline for getting enough participation to continue the event as planned. Linda Carpenter suggested we bring this up at the Luncheon laying out just what the status of Casino Night is and imploring more members to get on board with our major fund raiser this year.

In our contract we have until **Dec. 27th** to cancel or make changes to the contract **in writing**. This impels us to act quickly. Note: If we cancel, **the \$400.00 Deposit is nonrefundable.**

Suggestions for solutions were offered: 1.) Cancel the event. 2.) Postpone the event to a date in March, or 3.) Reduce the number of tables.

Action:

Option 1. Judy Bonn moved that we ask the Casino Night committee to investigate changing the date of the event from January 27 to a suitable date in March. Ginny Rivera seconded. **Discussion:** Success for this depends on availability for the Casino Company, as well as rescheduling the venue. Motion carried by voice vote.

Option 2. Linda Carpenter moved that the casino committee contact the Casino Company to reduce the number of tables with an expected attendance of 200. Seconded by Carmel Leese. Motion carried with voice vote.

The Casino Committee will convene Dec. 12 and will notify the board of findings and decision.

Membership: Mary Anne Swisher

Mary Anne reported that we added 1 new member, 1 late renewal, and 1 member new as of Jan. 1.

Publicity: Kathy Mason

Kathy reported that she is getting good support from The Daily Sun. 2 announcements will be in The Daily Sun about the Casino Night. She thanked members for links to people to contact. Marge McQueston is contacting 2 outside newspapers.

Scholarship Committee: Carolyn Johnson

To date \$1790.00 worth of tickets have been sold for the chance drawing for the bracelet. \$1,000.00 in tickets are still outstanding. Carolyn will attend the December Luncheon to sell tickets.

Public Policy: Judy Bonn

The branch and state are still pushing Lobby Days, Jan. 24 and 25 in Tallahassee. Jan. 23 is an additional training day. Judy shared that if one cannot attend the additional training day, they can still attend and be effective. Presently the state is considering several bills to support. "Equal Pay" is one. Next state board meeting is Jan. 27, (same day as our Casino Night) so Judy will not be able to attend. She has some fund raising ideas she wants to share.

Newsletter: Jo Anne Kelch

The deadline for submitting articles for the newsletter is Dec. 27. Sooner is better.

Program: Ann Schlick

December Luncheon will be Sat. Dec. 9 at Franchesco's. Order from the menu. There will be music entertainment. 68 members have reserved.

Announcements:

Emily Holman will collect books until February. The books will be donated to "Tutors for Children."

The Spice and Tea Shop in Brownwood, will donate 10% of its sales this week until Dec. 10. To AAUW.

Next board Meeting: Tues. Jan.

Next General Meeting: Sat. Jan. 20, 10 AM at the Allamanda Rec Center

**Lake / Sumter AAUW Board of Directors Meeting
Minutes
January 9, 2018**

Members Present: Judy Bonn, Cathy Cirocco, Diane Geach, Susan Gold, Joan Irwin, Diane Jacobson, Joanne Kelch, Connie Konatsotis, Linda Macleod, Kathy Mason, Jacquie Latzer, Carmel Leese, Diane Reichert, Anne Schlick, Liz Schweers, Frankie Smith, Mary Ann Swisher

1. WELCOME: Susan Gold called the meeting to order at 10:00 A.M.
2. REVIEW & APPROVE MINUTES of December 5

Correction: Under Casino Night, second page, 3rd paragraph, first three lines, change to “A number of people have assisted this committee.”

Linda Carpenter moved to accept the minutes as amended; Joanne Kelch seconded. The motion carried

3. RESIGNATION OF CO-PRESIDENT-ELECT

Frankie Smith has resigned as co-president-elect. It is up to the Board to elect someone to replace her.

A member is considering this position but has not decided as of this meeting; hopefully she will by the February Board meeting. If so, we will vote by email. Elected Board members plus Judy Bonn, public policy, Cathy Cirocco, fund raising, Kathy Mason publicity, who are appointed members, may vote.

Diane Reichert moved to accept Frankie’s resignation and thank her for her service; Anne Schlick seconded. The motion carried.

Diane Jacobson moved for voting by email before next Board meeting; Judy Bonn seconded. The vote carried, with one “nay” vote.

4. FINANCE DIRECTORS’ REPORT

Last month’s statement, which was sent via email before the meeting, is self-explanatory and was not reviewed.

Joan Irwin provided an update of January financial activity:

She paid the balance due for the Casino Night room at Lake Miona Recreation Center.

She sent a request last week to our insurance company for a certificate of insurance. She re-sent the request today (01/09/18) and expects to have it by the

end of business today. She will take the certificate to the Recreation Department at Lake Sumter Landing, and all requirements for the use of space in The Villages will be met.

Joan and Diane Reichert need an email from someone on the fundraising committee, directing them to withdraw cash for Casino Night. The message should include total amount, denominations, who gets it.

5. CASINO NIGHT REPORT

Liz Schweers provided an update about preparations for Casino Night.

As of 12/21/17, the contract with the casino provider was modified to \$4,200, which is down from the original \$5,100.

To date, 128 tickets have been sold, for a total of \$3,200. Eight inquiries came after the report in the *Daily Sun*.

Total sponsorship income to date is \$5,097.

Jewelry Raffle income to date is \$2,800, with \$700 outstanding.

A poster about AAUW will be on display near the drawing prizes on the stage. It will be updated with new photos of scholarship and Tech Trek students' pictures. A few AAUW handouts will be on the table with the poster. The Lake / Sumter AAUW branch vision statement will also be on display at Casino Night.

Refreshments will include 400 drinks and 400 snacks.

Five or six additional volunteers are needed to cover the door to the gambling area throughout the event. The committee will ask for help at the general meeting on January 20. Guests will keep their tickets and volunteers will check them on re-entry.

There will be a dress rehearsal on Thursday, January 25 at Lake Miona Recreation Center; all volunteers are asked to attend.

The report also included the following money conversions and prize ticket values:

a. Money conversions

\$1,000 in Casino Cash = 1 prize ticket

\$5 in U.S. dollars = \$1,000 in Casino Cash

b. Prize ticket values

\$5 in U.S. dollars = 5 prize tickets

\$10 in U.S. dollars = 15 prize tickets

\$15 in U.S. dollars = 20 prize tickets

\$20 in U.S. dollars = 30 prize tickets

Cathy Cirocco talked to Kristy, the president of the casino company. They will handle the table arrangements when they come at 3:00 P.M. on the 27th.

Each ticket-holder will receive an entry envelope containing: \$2,500 casino cash, 1 prize ticket, bookmark, money conversion card (see values on handout from Liz)

The \$2,500 casino cash can be exchanged at the tables for chips. The minimum bid at tables will be \$100. The slot machines take tokens; ticket-holders can get a “handful” of tokens from the dealers for \$2,500 casino cash. The committee will get cups for gamblers to hold their chips/tokens.

Marilyn Bauer needs sponsor names for tables. Frankie Smith has that information and will be meeting with Marilyn and Dorothy Dobbs soon to give it to them.

6. **ACTION ITEM:** Roll call vote of modified casino contract

At the December 5, 2017, Board meeting, the Casino Night Committee was directed, with voice vote, to pursue modification of the contract and report back to the Board. This action item will make the modification official.

Diane Reichert moved to approve the modified Florida Casino Event contract, dated 12/25/17 and signed by Jacquie Latzer. Diane Jacobson seconded, and the motion carried. The amended contract was distributed to the Board via email prior to this meeting.

7. **SCHOLARSHIP COMMITTEE** - Carolyn & Barbara F

Carolyn Johnson has collected \$2,965 so far from jewelry sales.

She will be contacting schools for new applicants shortly.

The current winners are fully engaged.

Richie Kleusner was given tickets to attend Casino Night. He has drawn the winning ticket in the past; Carolyn will ask him to do this again this year.

8. **MEDIA**

Kathy Mason reported about publicity for Casino Night.

Daily Sun: Publications delayed by the newspaper until January. Article published January 4 with quotes from Cathy Cirocco and Joyce Tisovec. Stay on the lookout for an announcement in Section D, top of page.

Villages-News.com: Announcement published January 6.

Sumter County Times: Marge McQueston contacted Editor who requested a Press Release. Kathy Mason has submitted the document.

Marge McQueston attempted to contact two additional newspapers in Leesburg but received no response.

Voice of the Villages: cost was prohibitive

Recreation News: unable to publish information about our event as we are not an official Villages organization.

A request will be sent to all members asking them to send a message through their **neighborhood email** or other communication systems to publicize and support our event.

Next Door: Next week Kathy Mason will post the information about Casino Night to that message system.

If Board members post a flyer about the event, add the following information to the bottom: Tickets will be available at the door and at will-call; credit cards are welcome.

9. **ACTION ITEM:** Fundraising idea

Susan Gold reported for Char Griffin who proposed a fundraising idea: Shop for a Cause.

Changes, a women's clothing store in Lake Sumter Landing, is offering a Woman's Clothing Boutique to help groups raise money. The store will host a Private Party, providing the place (their store), refreshments, and finger foods. AAUW members serve as hostesses by inviting six to 10 of their friends (not necessarily AAUW members) to join them at the store for a fun and relaxed time.

This is an ongoing event and is not time-limited. Although there is no obligation to buy, the store will donate 15% of our net sales to our group.

We are looking for 10 hostesses. Contact Char for more information. Hostesses need to schedule their party by calling store manager Vivian Ferro at 352-391-5731.

Liz Schweers moved to accept the proposal for a fundraiser for AAUW, headed up by Char Griffin. – second Diane Reichert seconded, and the motion carried.

Although this fundraiser will be announced at the meeting on January 20, 2018, it will be emphasized beginning in February and will be included in the newsletter.

10. TECH TREK

Connie Konatsotis reported that 15 girls have been nominated from three middle schools: Oak Park, South Sumter, The Villages Charter. Applications are due by January 20, 2018.

Our branch is pledging to send two girls, so 15 nominees may be sufficient. Connie has contacted other schools, and extended deadlines for nominations and applications to increase the number of potential applicants.

11. Diane Geach asked if the Board wanted her to do 50-50 at January 20 General Meeting. She was told to do so.

12. PUBLIC POLICY & NEWS FROM STATE

Judy Bonn sent her report to the Board by email prior to the meeting, but she emphasized the following points:

AAUW Florida's Lobby Days are coming up in about two weeks. AAUW is stressing the Fair Pay Act. Judy shared hand/outs from AAUW National that illustrated the magnitude of pay gaps for congressional districts in Florida.

AAUW Florida Board of Directors will meet 1/27/18 As the Director for Development, Judy is organizing a fundraiser to be held at the AAUW Florida convention in the spring, so she needs to be at the meeting. As a result, she won't be here for Casino Night.

The fundraiser she is planning is similar to Taste & Bid without the "taste." There will be a silent auction, and she hopes every branch will be involved and the auction will get at least one item from each branch. Details will be forthcoming.

Public Policy will be leaning hard on voter registration for mid-term elections this year. The issue to support is an amendment petition to return voting rights to convicted felons (not murderers or violent offenders) who have served their time and met requirements to be law-abiding.

13. NEIGHBORHOOD COFFEES

Liz Schweers reported that two neighborhood coffees are scheduled: 1/30 Marilyn Bauer; 2/6 outside The Villages; Carolyn Pasquale is organizing.

14. NEWSLETTER

Jo Anne Kelch announced the deadline for the February newsletter is January 25.

She will not be doing the newsletter next year, but she is willing to help whoever does it next.

15. Nominating Committee

Toby Miller co-finance

Ruth Martin co-programs

16. GRANT SUBMISSIONS

Susan Gold reported for Rosella Valentine, who has submitted two grant applications.

- a. She applied to Mt. Dora Community Trust for a grant amounting to \$4,800 (\$3,300 for Tech Trek; \$1,500 for College Scholarships). The proposal will be read on 1/17/18 and she will be notified of the outcome in 10 business days.
- b. She applied to the McLin Foundation at First National Bank of Mt. Dora for the same amount. The application will be read in May.

Rosella will inform the Board when she hears from the granting agencies.

There followed a discussion of branch policy on grant submissions. The following question were raised / points were made:

- Who can submit a grant application on behalf of the branch?
- Treasurers need to be involved.
- Treasurers and co-presidents should get together to develop policy language
- Judy Bonn suggested a grant chairperson be named; all applications would need to go through that person.
- Description of duties could be included in the policy and procedures handbook.

17. \$SMART \$TART AT BEACON COLLEGE

Frankie Smith met with Steve Muller at Beacon College before Christmas. Muller apologized that the program had fallen by the wayside. Beacon College staff felt the \$SMART \$TART curriculum was not good for learning disabled students. They went through the program and decided to leave it as it is. But they will do it in half-hour chunks and then talk about it rather than conduct a 3-hour workshop. Frankie will go back this month to arrange dates. The program is not just for women at Beacon; men are included, too. Esteban Lopez is heading the program at Beacon.

18. MEMBERSHIP

Diane Jacobson reported that we have 149 confirmed members. One more is in the mail, and a couple more are showing interest. There also may be two grad students who could be members for free; Diane and Mary Ann Swisher need to see if they graduated in December. If they qualify, membership would rise to 152.

19. BRANDING & RECOGNITION (VISIBILITY)

Discussion focused on how to disseminate the 1,000 bookmarks we had printed. The following suggestions were made:

- Libraries
- **All Booked Up** at Colony Plaza
- Colleges
- Banks
- **Spice & Tea Exchange** at Brownwood
- Schools participating in Tech Trek
- Sponsors for Casino Night

20. GREAT DECISIONS

Diane Jacobson reported that 36 people are participating in Great Decisions this year. Because of interest, they are doing two sessions. 8:30-9:55 A.M.; 10:05-11:30 A.M.

We made \$242 extra from registrations; those funds went to Casino Night. The money came from the discount in buying 20 books, plus non-members pay a fee to participate.

We also gained two new members because of the program.

21. ENGAGEMENT & RETENTION OF MEMBERS

Bonnie Marcoccia, a visitor to the Board meeting, raised the issue of diversity in our branch. She maintained that our bylaws state a need for a diversity chair. [NB: The need for a Diversity Chair is not in our bylaws]. She talked to AAUW Florida President Shirley Reid and concluded we should have a chairperson of a committee that focuses on a diversity program. She will write up a proposal and bring it to the next board meeting. It should include how many people should be on a committee and if it will need financial assistance. In addition to fiscal impact, it should specify long and short term initial goals, action items, and timeline. She should send it to Susan and Jacque ahead of time for distribution to membership.

We've had programs about diversity, but our membership is not diverse. We might consider reaching out to other organizations, particularly those that involve diverse populations (e.g., minorities). We need to be sensitive to feelings of inclusion and make sure we're as diverse as possible. Invite people to join and make them feel welcome. Also look at people who have not re-joined.

We have specified a goal to start a speakers' bureau. AAUW National has some PowerPoint presentations available. We could modify them to be more applicable to Florida. Reach out to other clubs and organizations around The Villages to make people aware of AAUW

22. PROGRAM

Anne Schlick announced that the next General Meeting will be on January 20 at Allamanda Recreation Center. Come at 9:15 to socialize; the program starts at 10:00 A.M. The program will be presented by Lisa Ware on “Investment Strategies for Retired Women”.

At the February meeting, Janalyn Peppel will be demonstrating 3D printers. She has invited the head of science department and the principal at the H.S to come. It was suggested that we also invite the girls from this past summer’s Tech Trek to attend.

23. LAST-MINUTE ANNOUNCEMENTS

Diane Reichert noted that we can’t meet at a restaurant for food because there are too many of us. We need to get a hall and a caterer. This item will be put on the agenda for February.

The next Board Meeting will be February 6, 2018.

Next year will be the 40th anniversary of our branch. Start thinking about a committee for the 40th Anniversary observance/celebration.

The meeting adjourned at 12:00 P.M.

**AAUW Lake/Sumter Branch
Board Minutes
Tues. February 6, 2018
Sheriff's Annex**

- The meeting was called to order at 10:00 AM by co-president, Susan Gold.
- Members Present: Anna Whipple*, Judy Bonn, Linda Mccleod, Diane Geach, Bonita Bazler Marcoccia, Ph.D., Rosella Valentine, Joan Irwin*, Diane Reichert*, Liz Schweers*, Kathy Mason*, Cathy Cirocco*, Carolyn Johnson, Joanne Kelch, Diane Jacobson*, Linda Carpenter*, Jacquie Latzer*, Susan Gold*, Connie Konatsotis (Asterisk denotes board member)
- A quorum was verified.
- Review and approval of January Board Minutes: Liz Schweers moved and Kathy Mason

seconded the motion to accept the January Board minutes as corrected. Motion unanimously passed.

- Casino Night Report: Cathy Cirocco reporting
Jacquie Latzer thanked Cathy and Liz and team for their great organization, and for the fun evening. This event was very good for branding.

To date \$6723.96 is the reported net income from the event. (This is not a final accounting.) Financial report was distributed.

There were many prizes. Thanks to Ann Wilkins for a great job putting them together.

Jacquie asked the committee to prepare a file of their experience in case we want to replicate this.

- Finance Report: Joan Irwin/ Diane Reichert Reporting
Beginning Balance 1/12018 \$22,983.37
Revenue 7,098.31
Expenses 5,261.07
Ending Balance 1/31/2018 \$24,820.61 (Report filed for review)

Action : Dane Reichert moved that we send \$50.00 to the Eleanor Roosevelt Fund in memory of Nancy Bell who passed away. Motion passed unanimously.

On March 18, 2018, dues paid to National will increase by \$10.00, from \$49.00 to \$59.00. Action on if and how much to raise our dues to cover the increase will be

taken up at the March Board Meeting. There was some discussion about how the dues increase might impact our membership.

Action: Anna Whipple moved, Jacquie Latzer seconded a motion to establish an “Angel Fund” for the purpose of helping members who may not have the funds to pay the increased dues. Motion passed unanimously.

- Scholarship Committee Report: Carolyn Johnson Reporting
\$3505.00 was collected for the Bracelet chance drawing. The bracelet was won by June Weber. Discussion ensued about increasing the amount of the scholarships. Action on this was tabled until the March Board Meeting.
- Grant From Mt. Dora Community Trust: Rosella Valentine Reporting
Rosella presented a Grant from Mt. Dora Community Trust for \$4,800.00 to supplement the Tech Trek and Scholarship Program. Jacquie thanked Rosella for her effort to obtain the grant. Rosella expressed concern that as a viable branch, we should not need to resort to grant writing to fund our projects. We should be able to fund our projects through fund raisers.
- Fund Raising: Is more required this year? Discussion tabled until later.
- Announce New President-Elect: Email Vote
Board members voted by e-mail to elect Kathy Mason president-elect to serve with Liz Schweers for the year 2018-19. Members voting in favor were Jacquie Latzer, Susan Gold, Liz Schweers, Diane Jacobson, Maryann Swisher, Diane Reichert, Joan Irwin, Linda Carpenter, Anna Whipple, Cathy Cirocco, and Judy Bonn.
- Presidents Elect Report/Nominating Committee: Liz Schweers and Kathy Mason Reporting
Nominating Committee Slate For Elected Officers
Co-Presidents: Kathy Mason, Liz Schweers
Co-Presidents Elect: Carolee Litwinka, Linda Ferens
Co-Program: Ruth Martin, Diane Reichert
Co-Finance: Toby Miller, Lucie Jones
Returning Officers:
Co-Secretaries: Linda Carpenter, Anna Whipple
Co-Membership: Diane Jacobson, Mary Ann Swisher

Action: Linda Carpenter Moved, Judy Bonn seconded a motion to accept the slate of officers for presentation to general membership for a vote. Motion carried unanimously.

- Perkins Membership Breakfast: Friday, March 23, 2018, 9:00-10:30 AM

- Neighborhood Coffees/Luncheons: Sign up sheet at the February Meeting.
 - 1.) District 9/10 met at Marilyn Bauer's Jan. 30. 11 attended.
 - 2.) District 0- outside The Villages and friends met Feb. 6 for lunch
 - 3.) District 9/10 will meet in March for a tea hosted by Dorothy Dobbs
 - 4.) District 7 met in Jan. at the home of Margaret Kaufman.
- Question: Is it possible to have interest groups represented with sign-up sheets at the general meeting?
- Engagement and Retention of Members- Diversity

Bonita Bazler Marcoccia, Ph.D. brought forth a concern that our AAUW Branch is not in alignment with the national and state diversity goals. She gave board members who were present her written report and recommendations. She needed to leave the meeting before this item was up on the agenda. Jacquie thanked Bonita for bringing this concern to our attention.

Action: Jacquie Latzer and Susan Gold, co-presidents, proposed that we appoint a special diversity committee chaired by Dr. Linda Carpenter. Diane Jacobson moved, Judy Bonn seconded a motion to form a diversity committee, chaired by Linda Carpenter.

Discussion: Rosella Valentine volunteered to be on the committee. Linda suggested that it may be good to have 1 committee member from Membership, and 1 from Program, as well as 1 co-president, ex-officio.

It was also suggested we utilize our speaker's panel in concert with reaching out for diversity.

Motion carried unanimously.

There will be a state conference phone chat on the topic of attracting diverse members on Wed. Feb. 22, 6:30, and Sat. Feb. 24, at 10:30 AM. Susan Gold will host persons interested in participating at her home. The state diversity chair person is Cynthia Fletcher.

- Public Policy and News from State: Judy Bonn Reporting
 - 1.) Judy attended the state board meeting Jan. 27-28.
 - 2.) Paperwork to form an IRS 501-C-3 has been filed to fund a Foundation to Advance Equity for Women and Girls. When this becomes functional donations can be made on line to fund Tech Trek. Details are in the written report passed out at the board meeting. Filed with minutes.
 - 3.) The state board has gifted FSU with its paper history and it will be permanently stored in FSU's archives.

4.) State Convention will be held April 22, 23, and 24 at the Hyatt Regency Sarasota hotel. Theme: "Stepping Forward Together." Registration: \$190.00, includes 4 meals. Keynote Speaker: Kimberly Churches, CEO, AAUW.

A group of our own who are working with the League of Women Voters on Voluntary Pre-K in Florida will be presenting a workshop on Tues. AM, April 24.

Judy urged members to participate and especially to contribute to the silent auction to raise funds for Tech Trek.

- Tech Trek: Connie Konatsotis Reporting

Applications for participants closed Feb. 1, 2018. 13 candidates originally; 3 dropped out. Cost: \$1,100 per student. 3 schools are participating: Oak Park, So. Sumter, The Villages Charter.

The committee will interview students in Feb. and present to state for final selection. State sets the deadlines. Can accommodate 64 students total.

Action: Linda Carpenter moved, Diane Jacobson seconded a motion to support a total of 5 students. Motioned carried unanimously.

- Need a Media Chairperson to replace Kathy Mason who is now Co-president elect.
- Book Drive: no report
- Program: Alamanda Rec. Center is secured for our general meetings next year. For May 12 Installation Meeting will we meet at Alamanda or another venue? Further discussion needed to make a decision. item tabled.

- Newsletter: Joanne Kelch Reporting

Newsletter deadline for March Newsletter: February 24

Joanne needs a list of Casino Night Sponsors

- Membership: Diane Jacobson Reporting

We have 150 members.

- Elections: Slate will be presented to the membership at the March general meeting; Election of Officers: April general Meeting; Installation of Officers: May General Meeting.

- September Meeting Location: Action Item: At Beacon College or Alamanda?Item Tabled
- Recommendation: That the Executive Board of Directors conduct board meetings during the summer months and that we make it an official policy. Diane Reichert Item Tabled
- Recommendation: That the 2019-2020 Annual Budget NOT be presented to the general membership until the fall meeting since the treasurers cannot set a budget until the year ends and the new (July) board is in place and because the annual financial review of financial records is completed during the summer. Bylaw change? Diane Reichert Action Item: Tabled
- Next General Meeting: Feb. 10, 2018, 10:00 AM Alamanda. Come at 9:15 to socialize, meeting at 10:00
 1. Program: “ 3D Printing”
- Next Board Meeting: March 6, 10:00 AM Sheriff's Annex

Respectfully Submitted, Anna Whipple, Co-Secretary

AAUW Angel Fund

Establishment of the Angel Fund was approved by board vote at the February 6, 2018, Board meeting.

Purpose:

The Fund will be utilized to financially assist those members who indicate they will have financial difficulties completing paying of their 2018 (and beyond) annual membership fee due to an increase in fees authorized by AAUW national in 2018. The amount of assistance is limited to the increase of fee over the 2017 annual membership level.

Monetary Funding of the Angel fund:

Angel Fund will be established as a Reserved Fund within the branch checking account (similar to LAF, Scholarship, etc.).

Funding of the Angel Fund will be by

1. Contributions from other members.

2. Monies from the branch Operating Fund. Amount of funds transferred from Operating Funds to Angel Fund. The fund should maintain a \$100 minimum balance.

Administration and Control of the Angel Fund

The Fund will be administrated and controlled through joint effort of the Membership Committee and the Treasurer(s), each with separate responsibilities. The Membership Committee and the Treasurer(s) will maintain the confidentiality of Angel Fund recipients.

- A. Responsibilities of the Membership Committee
 1. Inform membership of the existence, purpose, limitations, and process to utilize the Angel fund.
 2. Update membership form to allow member to indicate desired usage of fund to assist in payment of annual dues.
 3. Be custodian of the Angel Fund collection box at AAUW gatherings, meetings, etc.
 4. Transfer collected monies to the Treasurer(s) on a monthly basis.
 5. Notify Treasurer(s) which members need assistance from the Angel Fund when submitting new and returning membership documentation.
- B. Responsibilities of the Treasurer(s)
 1. Receive contribution money from Membership Committee and deposit to checking account.
 2. Report Angel Fund balance in the monthly Financial Statements as a Branch Reserved Account.
 3. When notified by the membership Committee of a member needing assistance from the Fund, transfer requested funds from the Reserve account to membership payments when paying national/state dues.

Lake / Sumter AAUW
Board of Directors Meeting
March 6, 2018
Minutes

Members present (* indicates voting members): Judy Bonn*, Linda Carpenter*, Diane Geach, Susan Gold*, Joan Irwin*, Carolyn Johnson, Jo Anne Kelch, Connie Konatsotis, Jacquie Latzer*, Linda Macleod, Kathy Mason*, Diane Reichert*, Ginny Rivera, Anne Schlick*, Liz Schweers*, Mary Ann Swisher*

Susan Gold called the meeting to order at 10:03 a.m.

1. REVIEW & APPROVE MINUTES of February 6

Changes/corrections

- Page 1, under Members Present: Judy Bonn should be indicated as a voting Board member.
 - Page 1, under Finance Report: add “Bonnie Marcoccia volunteered to contribute to the Angel Fund and pay the additional \$10 if members couldn’t afford the additional \$10.”
 - Page 2, under Nominating Committee: change “returning officers” to “continuing officers.”
 - Page 2, under Neighborhood Coffees: for information, “District Zero” is Lady Lake. Members in that area will be consulted to determine what they choose to be called.
 - Page 3, under Diversity: correct the spelling of Synthia Fletcher.
- Minutes were accepted as corrected.

2. FINANCE DIRECTORS REPORT

- Starting balance was \$24,820; ending balance was \$29,270. Most of the gain came from the Mt. Dora Community Trust grant.
- The Scholarship Fund is \$300 richer than indicated in the financial statements, with a total of \$8,355. A donation of \$300 made in August was only recently recorded in the Scholarship Fund.
- MOTION: Joan Irwin moved that the Angel Fund, which was approved at the last Board meeting, will be set up as a Reserve Fund with a minimum balance of \$100. If the balance falls below \$100, we can fund it up to \$100, either through contributions from the membership or from our operating funds. Diane Reichert seconded. The motion carried unanimously.
- Joan Irwin and Diane Reichert wrote a policy on how to administer the Angel Fund, which needs to be coordinated between Membership and Finance. Joan will send the policy to the Board for next month’s meeting
- Casino Night funds are not included in Reserve Funds and will be kept separate. Money will be included in Operating Funds. Board has discretion regarding distribution of funds.

- Average of \$60-90/month from 50-50. Funds are sent to National in December and June rather than monthly.

3. TECH TREK REPORT

Connie Konatsotis presented the following report to the Board in writing.

The Tech Trek Committee met on February 25 to review the nominations, applications, and interview responses of eight candidates for the upcoming Tech Trek Camp scheduled in June. We compiled and reviewed paperwork for the eight girls. There are two applicants from South Sumter Middle School, two from Oak Park Middle School in Lake County, and four candidates from The Villages Charter Middle School.

The purpose of the meeting is to rank our candidates, complete the State summary paperwork form, and forward it to the State AAUW office for their review and selection process by February 28. Currently there are approximately 125 candidates statewide seeking to fill the 65 available camperships.

There were four additional candidates who declined to submit their applications because they chose to not leave home for a week. Unfortunately, their decision late in the processing left us somewhat short of our average application level of 12 candidates.

The State Tech Trek committee will complete its selection process within the next few weeks and will, on March 25th, notify those girls chosen to attend the camp. Following this notification, all communication is directed and processed by the State Tech Trek Committee. We will be available to assist if needed.

The question was raised at the last board meeting about our funding of the camperships. We discussed that our branch could fund five campers at \$1,100 per campership. I contacted the Camp Director Sue Slone to inquire about the possibility of our branch funding additional camperships, and whether that additional contribution would affect the number of our nominees selected by State. The results of that conversation are as follows. They review our ranking and select the attendees based on the paperwork submitted. If they select four girls from our branch and we are offering to fund five girls, **only the four girls selected are eligible to attend**. The extra \$1,100 would be put into the State Tech Trek general fund to be used to cover expenses.

Sue went on to explain that, because National was so late in completing their discussion about camp funding, there was not enough time available to apply for grants, etc., which amounted to a funding loss this year of approximately \$30,000 for the Florida program.

- MOTION: Mary Ann Swisher moved that the Lake / Sumter AAUW branch will pay \$1,100 for each girl selected from our branch to attend Tech Trek this year

but will send only enough money to cover the number of girls selected from our branch. Joan Irwin seconded. The motion carried unanimously.

- We will use grant money for the first three girls (\$3300); money for the 4th and 5th girls will come from our budgeted funds.
- AAUW Florida has requested the \$32,000 remaining in its account at National be released to the State.

4. SCHOLARSHIP COMMITTEE REPORT

- MOTION: Anne Schlick moved on behalf of the Scholarship Committee that we raise the amount of the annual scholarship for 2018 to \$2,000 each for a total of \$8k. Judy Bonn seconded.
- A friendly amendment to review the policy annually thereafter was accepted by members who moved and seconded the original motion.
- The motion carried: 9 in favor; 1 opposed.

Jacquie Latzer suggested the Board consider applying for a Mt. Dora Trust grant again next year based on their suggestion to do so. Jacquie reported that this suggestion caused Rosella Valentine to change her take on applying for grants and now thinks it is a good idea. We should, however, also recruit students from Mt. Dora for both scholarships and Tech Trek next year.

5. PROGRAM

- The May 12 General Meeting will be at Hacienda Hills Country Club. There will be room for 70.
- Anne Schlick is firming the menu today and will announce it at the General Meeting on Saturday.
- Angela Vickers will take reservations and checks.
- There will be three selections for entrees. Indicate your choice on your check.
- Make sure that the amount per ticket is increased to cover the compensated lunches, tips, etc. Scholarship winners and Tech Trek campers can bring up to two guests. If winners bring more, they will need to pay for their lunches. A balance of \$459 is available for compensated lunches.

6. FUND RAISING

- Susan Gold presented a possible grant opportunity. The Village Voices perform several times a year and give proceeds from their concerts to deserving charities.
- MOTION: Joan Irwin moved that Susan Gold write a letter to get Lake / Sumter AAUW branch on the list of recipients. Liz Schweers seconded. The motion carried unanimously.

7. DIVERSITY COMMITTEE

- The committee met on February 23 and will meet again on March 9. They are following a process laid out by AAUW National for developing a diversity and inclusion plan for the branch.
- Most members of committee participated in AAUW Florida's conference call about how to become a more diverse and inclusive branch.

8. PUBLIC POLICY, NEWS FROM STATE, AND STATE CONVENTION

- Three bills are going through the Florida Senate in response to the Parkland shooting
 - SB7022 is a "red flag bill" covering risk protection
 - SB7024 establishes open records regulation for victims of school shootings and families
 - SB7026 makes many provisions, including more funds for mental health and requiring school safety officers. This bill is out of committee and on its way to the Senate.
- A statue of Mary McLeod Bethune will be installed in the U.S. Capitol to replace one being removed.
 - AAUW Florida leadership wanted to send a formal letter of congratulations to Bethune-Cookman University. However, in her time, she would not have been able to join AAUW because she was Black. Therefore, some members felt it was inappropriate for AAUW to send a letter. The idea got bogged down and its current status is unknown.
- AAUW Florida Director of Public Policy has sent letters to Gov. Scott, Sen. Negron, and Rep. Corcoran regarding bills before the legislature to affirm AAUW's support for school safety legislation but not for more guns in schools.
- Convention
 - No program available yet
 - Should be in *FloriVision*
 - A presentation about VPK will not be on the program

9. PERKINS BREAKFAST AND NEIGHBORHOOD COFFEES

- Breakfast at Perkins will be March 23 from 9:00 to 10:30 a.m.
 - We can have the Library, but we need a minimum of 15 people and a maximum of 34.
 - Send message to members requesting RSVP
- Neighborhood coffees
 - Judy Reinhardt – 3/6/18 evening

10. NOMINATING COMMITTEE

- One co-finance person is needed. Lucy Jones has withdrawn due to over-commitments.

- Still need people for key committees. Will announce/promote committee needs at the General Meeting, breakfast, and with a blast email to members.

11. 40TH ANNIVERSARY CELEBRATION COMMITTEE

- Anne Wilkins, chair, Liz Schweers co-chair, Anne Schlick, Linda Clark, Susanne Beason, Katherine Howe
- Tentatively planning the celebration for March 2019 – Women’s History Month.

12. CASINO NIGHT AFTER ACTION REPORT

Liz Schweers presented the following report to the Board in writing.

RECOMMENDATIONS: If AAUW decides to hold another Casino Night fundraising event, we recommend using the Florida Casino Event Co. This is a female-owned company which is extremely easy to deal with and are very professional. The dealers made the event a lot of fun and the attendees seemed to have a very good time, judging by comments made. Setup and teardown were timely and well-organized, and we raised a lot of money!

The following recommendations would make the event even better:

- a. Spend less money on Sponsor acknowledgement poster boards (\$300. seems excessive for a 3-hour event.) Utilize members' artistic talents instead.
- b. Increase the number of committee members responsible for locating Sponsors. We recommend that AAUW members with prior fundraising experience hold a workshop for the Sponsor committee members. Suggestions are that Frankie Smith and Ann Marie Lombardi hold this workshop
- c. Increase the amount of casino cash needed to redeem for prize tickets.
- d. Increase the number of blackjack tables from 10 to 13 as the tables were always full and with people waiting.
- e. Let the Casino Co. make the public announcements explaining the flow of the evening.
- f. Improve the event ticket sales process to allow for more ticket sales.
- g. leave the alcohol policy as a BYOB but do not promote alcohol.
- h. Reduce the seed money from \$1,000 to \$500 in \$5 bills.
- i. Concentrate media coverage to The Villages and close-in communities including print and online at Villages.com and neighborhoods@NextDoor.
- j. Develop promotional color flyers in-house and print about 1,000 at Office Depot to take advantage of AAUW's-deep discount. Ask members to disperse flyers to neighbors and friends.
- k. Display the AAUW poster board highlighting branch accomplishments in the waiting area prior to opening the doors to the event. Place a donation container near the poster board so that attendees are given an opportunity to donate. The board and donation container are then moved inside the venue when the doors to the gambling area open.
- l. Provide extra hostesses at the beginning of the event to welcome participants, explain what AAUW is all about, and answer questions about the gambling events.

- m. Recruit retail Sponsors who might be willing to give a portion of sales as a Sponsorship (e.g., Tea & Spice Exchange in Brownwood).
- n. Involve as many members as possible, especially new members or those members who do not tend to get involved. It's a good way to be inclusive.
- o. Final net proceeds: \$6,958.

12. NEWSLETTER - Jo Anne

- Deadline for April newsletter is March 23.
- Jo Anne not aware of anyone willing to take over the newsletter. She wants to help the new person before the end of May. She doesn't wish to be involved after that.

13. MEMBERSHIP

- Renewal letters will be available at the meeting this Saturday.
- Jacquie Latzer has an interest form that was used at the New Members Coffee. Put it in membership packets and follow up by phone.
- Buddies for new members was tabled for future discussion.

14. There are tables at the General Meeting for committees, new member forms, etc. The job of covering that table needs to be assigned to a specific person.

15. VPK

- MOTION: Linda Carpenter moved that the Lake / Sumter AAUW branch will contribute \$75 for books for the VPK project site visits. Joan Irwin seconded. The motion carried unanimously.
- Susan Gold will send info to Joan Irwin regarding who to send the check to.

16. BOOK DRIVE

- All Angel Books will be brought to the General Meeting on Saturday and taken by Tutors for Kids speakers.

17. CLOSING ANNOUNCEMENTS

- Next General Meeting: March 10 at Allamanda Recreation Center
 - Come at 9:15 to socialize.
 - The meeting begins at 10:00.
 - The program will be "Tutors for Kids."
- The Nominating Committee will present its slate of officers for next year.
- Next Board Meeting: April 3.

Meeting adjourned at 12:12 p.m.
Respectfully submitted,
Linda Carpenter, Co-Secretary

Lake / Sumter AAUW
Board of Directors Meeting
April 3, 2018
Minutes

Present: Judy Bonn*, Linda Carpenter*, Diane Geach, Susan Gold*, Beth Hicks, Joan Irwin*, Diane Jacobson*, Jo Anne Kelch, Connie Konatsotis, Jacquie Latzer*, Linda Macleod, Kathy Mason*, Diane Reichert*, Anne Schlick, Liz Schweers*, Mary Ann Swisher*

* denotes voting member

Jacquie Latzer called the meeting to order at 10:04 a.m.

REVIEW & APPROVE MINUTES of March 6, 2018

1. Amendments
 - a. Under 3 Tech Trek Report motion: add “but only send enough money to cover the number of girls selected from our branch.”
 - b. Under 4 Scholarship Committee report motion: add “from \$1,500 to \$2,000 for 2018.”
2. Judy Bonn moved to accept the minutes as amended; Liz Schweers seconded. The motion passed unanimously.

FINANCE DIRECTORS REPORT

1. The monthly report was distributed to the Board electronically prior to the meeting and was not reviewed.
2. Cash flow was reviewed to clarify the funds in the branch account. A handout was distributed to the Board electronically prior to the meeting.
 - a. Take-aways
 - Funds are low on branch dues, but membership drive still ongoing
 - Scholarship fund target not met, but grants and other contributions made up difference
 - Expenses in all categories we are under budget; need to review amounts next year
 - b. Heavy outlays are coming up in the next three months
 - Scholarships
 - Tech trek
 - Educational Opportunities contribution to National
 - We will be within 4-5% of what we budgeted for
 - We will need to do fundraisers every year to cover expenses
3. Executive Board voted to pay for Anne Schlick’s registration at state convention where she will be honored as a 50-year member.

4. Angel Fund
 - a. The fund was started with \$100.
 - \$20 from an anonymous donor.
 - \$80 from branch funds.
 - b. Proposed policy distributed to the Board electronically prior to the meeting
 - c. Amendment: Under Purpose, add at the end of the last sentence: “of \$80.”
 - d. The Finance Directors see the policy as a coordination between Membership and Finance. The proposed policy lays out responsibilities of each committee.
 - e. If no one requests funds, the Board can defund in the future
 - f. Diane Reichert moved to approve the policy as amended; Liz Schweers seconded. The motion carried unanimously.

OUTREACH

1. We have received a request to provide refreshments for Circuit 5's (5 counties) Human Trafficking Symposium on June 21 from 9:00 a.m. – 4:00 p.m. at the Oxford Assembly of God.
 - a. Lutheran Services of Florida will present the program.
 - b. We will need snacks (cookies /other baked goods) and beverages (coffee/water) for approximately 150-200 attendees
2. Diane Jacobson moved to accept responsibility to participate in the symposium by providing refreshments; Anne Schlick seconded. The motion carried unanimously.
3. Diane Reichert will follow up with logistics and will report back next month.

COMMITTEE REPORTS

1. NOMINATING
 - a. Anne Wilkins has agreed to serve as co-secretary to complete Anna Whipple's term.
 - b. Beatrice Newell has agreed to serve as Finance Director. The committee is still looking for a co-director to serve with her.
 - c. Beth Hicks has agreed to be newsletter editor.
2. SCHOLARSHIP
 - a. The deadline for applications is April 2. So far, we have 10 applicants.
 - The criteria are part of the application.
 - We also have a rating sheet for a guideline.
 - This includes GPA; financial need; recommendations; career goals and potential for meeting goals; and overall application.
 - Recommendations for awards fall back to our best judgement, like the Tech Trek selection.

- b. The committee will meet at 10:00 A.M. on Friday, April 13 at Carolyn's home to make selections.
 - c. Guidelines and criteria will be posted on the website.
 - d. Susan and Jacquie will contact Mt. Dora Community Trust to finalize funding requirements. Photos will be taken and sent to Mt. Dora when scholarships have been awarded.
3. TECH TREK / STEM
- a. We are waiting to hear if the girls nominated for Tech Trek have accepted their appointments.
 - b. The committee is now working on STEM awards for 8th grade girls who have shown the most improvement in math and science.
 - We make an award of \$50 each to two girls in 8th grade; one in math, one in science at each participating school.
 - Connie Konatsotis moved that we participate in the STEM awards program this year in five schools: Oak Park Middle School, The Villages Charter Middle School, Wildwood Middle High School, South Sumter Middle School, Mt Dora Middle School. Diane Jacobson seconded. The motion carried unanimously.
4. PROGRAMS
- a. Diane Jacobson moved that we have our General Meetings on the 3rd Saturday of the month from September through May. Under special circumstances, the date can be changed. Liz Schweers seconded. The motion carried unanimously.
 - b. The Board has recommended holding one meeting in the next program year at Beacon College.
 - The Program Committee will flesh out the details.
 - A separate program about Beacon College should be offered in The Villages prior to the meeting at the college.
5. FUND RAISING
- a. The Purchase with a Purpose program at Changes in Lake Sumter Landing had its first "party" on March 23.
 - b. We have scheduled two more shopping days.
 - Sunday, April 8 from 12:00 – 2:00 p.m., and Thursday, May 3, from 10:00 a.m. – 12:00 p.m.
 - Another party may be scheduled in the fall when holiday stock is in.
 - c. We can also hold a "virtual" shopping party from Saturday, April 14 through Saturday, 21.
 - Char Griffin will create "coupons" that we can distribute to members at the April meeting.

- If a person doesn't have a coupon, she can just tell the staff she is with the AAUW fundraiser.
 - We can also run another "virtual" shopping party at another time.
- d. In addition to planned fundraisers, the committee that plans day trips can also adjust their pricing for additional fund raising.

6. DIVERSITY

- a. The Diversity and Inclusion Committee has met four times and will have its fifth meeting on Wednesday, April 4.
- b. The committee is following a process promoted by National for developing a diversity and inclusion plan for the branch.
- c. The process includes an assessment of where the branch is currently on a continuum of inclusivity stages with respect to six categories
- recruitment of members
 - retention of members
 - programming
 - communication
 - leadership training and succession
 - planning and decision-making
- d. Once the assessment is completed, the committee will begin to develop a plan for each category.
- e. Each committee member will select a category and oversee implementation of the plan for that category.

7. MEMBERSHIP

- a. We have had several renewals, only two with changes
- b. Laurel Rowen has joined the committee.
- She has been given the interest group papers and has been asked to contact committee chairs with the names of members who have expressed interest in their committees.
 - Committee chairs should follow up once Laurel notifies them of member interest.
 - Another committee member is needed to help over the summer while Laurel is gone.
- c. Renewal forms will be handed out at the April meeting. Forms remaining after that will be mailed.

8. HOSPITALITY

- a. We will have food at the April meeting.
- b. Linda Clark and Sharon Squires are taking over this committee

- They will need some transitioning from Linda Macleod.
- c. The committee needs more members.

BOARD REPORTS

1. PUBLIC POLICY, NEWS FROM STATE & STATE CONVENTION

a. Constitutional Revision Commission

- Judy Bonn drew the Board's attention to a post from AAUW Florida's Public Policy Chair.
- The post contains a description of a Constitution Revision Commission's Public Hearing that an AAUW member from the Naples branch attended.
- It also contains a description of the 10 proposed amendments that received the most public comment.

b. AAUW FL Conference Call on Engaging Members

- Wednesday, April 18 at 6:30 p.m.
- Repeated Saturday, April 21 at 10:00 a.m.

c. State Convention

- Judy still has registration forms for the full conference; one-day registration options are now available.
- Diane Reichert will be participating in the presentation by the state VP for Membership
- Judy is coordinating a silent auction with proceeds to benefit Tech Trek.
 - It is not clear if members will be able to use credit cards. A final decision will be forthcoming.
 - A detailed agenda for the convention has been released.

2. NEIGHBORHOOD COFFEES & BREAKFASTS AT PERKINS

a. Neighborhood Coffees

- There has not been a good response on neighborhood coffees.
- One is coming up on Monday at June Webber's.
- Laurel Rowen, Kathy Pugh have also volunteered to host coffees.
- "District Zero" on the Neighborhood Lists is being renamed "Lady Lake."

b. Perkins Breakfasts

- Good turn-out on March 23: 25 people attended.
- Ruth Martin will not be facilitating the summer breakfasts.
 - Jacquie will announce need for leader at General Meeting.
 - Jacquie will contact Perkins to arrange June 5 through August 28.
 - Jacquie will lead if/when she's in town.

3. BOOK DRIVE

- a. Angel Books are still coming in, but Emily Holman received about 120 books, including about 40 books from Mira Mesa.
- b. Emily delivered them to Tutors 4 Kids; a thank you note will be forthcoming.
- c. The project is wrapped 'til next year.

4. NEWSLETTER

- a. The deadline for May newsletter is Tuesday, April 24.
- b. Beth Hicks will be taking over as editor beginning with the September issue.
 - She will try building a shadow newsletter; Jo Anne will send articles to her.
 - They can then review what Beth needs to know before she starts working on the newsletter.

5. POLICIES

- a. Anne Wilkins will present the updated policies in May.

OTHER

1. Advocate for separate Lake County branch.
2. Diane Geach has two \$25 gift cards left over from last year's state convention. Judy Bonn took them to use at this year's silent auction at convention.
3. There will be a 50-50 at the April meeting but not May.
4. 40th Anniversary Celebration Committee met.
 - The celebration will be in March 2019.
 - The location will probably be Allamanda.
 - The committee is estimating costs and discussing types of programs and may link to the theatrical department at The Villages Charter School.
 - Members who are interested in participating should contact Liz Schweers.
5. Diane Jacobson moved that our branch will co-chair with LWVTRI Equality Tea in August. Diane Reichert seconded. Motion carried unanimously. The League wants to have the tea in a rec center vs Lady Lake Community Center

FUTURE MEETINGS

1. Board Meetings
 - a. May 1: A final wrap-up Board Meeting
 - review where are we now on the goals that the Board set last summer
 - facilitate transition to the new Board
 - b. June 5: First meeting under the new leadership
2. General Meeting
 - a. April 14 at Allamanda.

- Doors open for socializing at 9:15 a.m.
 - Meeting begins at 10:00; business will include election of new officers.
 - Program: Mental Health Problems in the US.
- b. May 12: Installation luncheon
- At Hacienda Hills Country Club
 - Remember to send RSVP with check and luncheon choice to Angela Vickers.

Meeting adjourned at 11:59 A.M.

Respectfully submitted,

Linda Carpenter
Co-Secretary

**Lake/Sumter AAUW
Board Meeting Minutes
Tuesday, May 1, 2018**

Meeting brought to order by co-president, Susan Gold at 10:00 AM

Members Present: Anna Whipple, Linda Carpenter, Linda Macleod, Joan Irwin, Diane Reichert, Diane Geach, Ginny Rivera, Anne Schlick, Mary Ann Swisher, Liz Schweers, Kathy Mason, Carolee Litwinka, Jacquie Latzer, Susan Gold, Judy Bonn, Linda Ferens, Beth Hicks, Carolyn Johnson, Jo Anne Kelch, Ruth Martin.

Approval of Minutes:

Diane Reichert moved to accept the minutes as corrected. Motion carried.

Finance Report: Joan Irwin

Beginning Balance:	\$29,143.53
Revenue	6,354.55
Expenses	6,330.24
Ending Bal.	\$29,167.84

The following obligations are due to be paid: STEM, Scholarship awards, and Tech Trek.

Joan asked for people to please submit outstanding expenditures for the year so she can close the books.

Action Items

1. Diane Reichert moved, Carolee Litwinka seconded a motion to accept the resignation of Anna Whipple as co-secretary with regrets. Motion carried with 1 dissenting.
2. Kathy Mason moved, Diane Reichert seconded a motion to elect Anne Wilkins as co-secretary to complete the term. Motion carried.
3. Linda Carpenter moved, Diane Reichert seconded a motion to accept the resignation of Judy Bonn as Public Policy chair, with regrets. Motion carried.

The Year in Review and Planning for the Future

A. The Year in Review: What Have We Done and How Have We Done It?

Recognition and Branding:

1. Mission board at all events.

2. Bookmarks
3. Excellent articles in paper. (5 in the Daily Sun, and numerous on Villages.com)
4. Casino Night (received an extra donation.)
5. Programs with community appeal.
6. VPK
7. Aligned with LWV
8. Tech Trek, scholarships, STEM
9. Equality Tea
10. Human Trafficking, hosts
11. Grant from Mt. Dora

Engage and Retain Members:

1. Sign-in sheet.
2. Membership Book
3. Assigned tables to encourage meeting new people.
4. Greeters.
5. Increased intentional interaction with new members.
6. Singles group
7. Growth: 159 mbrs. In 2017; 28 new mbrs. In 2018; continues to have a (+) rate of growth.
8. Interest form with membership packet and available at all meetings.
9. Coffees and breakfasts.
10. Time to socialize at the start of the general meeting
11. New member coffee
12. Diversity Committee

Planning for the Future

1. Add a description of what AAUW is on the Mission Board.
2. Plan programs of interest to the public and advertise creatively.
3. Consider paid advertising.
4. Focus on the AAUW Mission.
5. Form a Speakers Bureau.
6. Reach out/partner with similar groups, e.g., Zonta, African American, Asian Groups.
7. Hold meetings outside The Villages.
8. Engage members; get folks involved.
9. Partner with non-profits and STEM clubs.
10. Clothing, pens, business cards
11. AAUW sticker in the books we donate.

12. Establish a school liaison and committee to establish relationships. (Sponsor for STEM bowl)
13. (Background checks needed to go into schools)
14. Establish a transition protocol for changing officers.
15. Prepare updated job descriptions for all offices.
16. Notebook of "How-tos" for new chairs.
17. Expand STEM and Tech Trek to Mt. Dora and other schools.
18. Expand committees so leadership organically arises.
19. Socialize
20. Leadership training
21. Member ownership of goals (sure to be addressed)
22. Clearer Accountability
23. Transparency of decision making
24. Put goals in the Sept. Newsletter

Officers and Key Leaders for 2018-2019

Kathy Mason distributed a list of officers and key leaders for the 2018-2019 calendar year, as well as a working calendar noting dates for general meetings and board meetings.

Announcements:

1. Anne Schlick was presented with her 50-year pin. Congratulations, Anne.
2. Anne Schlick asked if board members are interested in joining others for lunch after board meeting.
3. Equity Tea will be Aug 17, at Churchill Recreation Center.
4. Summer breakfasts will start in June and will be held at the Orange Blossom CC Restaurant.
5. Judy Bonn thanked board members for their donations for the State Convention auction. The proceeds of \$1500.00 went to fund Tech Trek.
6. Our branch received 2 awards for membership at the State Convention: one for greatest number increase, and another for the rate of increase. In 2017 we added 28 new members, a 17.6% increase. Congratulations are due to our membership, hospitality, and program chairs for being inviting and welcoming.
7. Jo Anne Kelch shared a note of resignation from membership, expressing her admiration for the work of this branch of AAUW.
8. The board expressed appreciation to Jacquie Latzer and Susan Gold for their service as co-presidents.

Respectfully submitted,
Anna Whipple, co- secretary